



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

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**Planning Board Draft Minutes**

February 2, 2022

7:15 pm at Community Development Meeting Room  
3 North Lowell Road

**Attendance:**

- Chair, Derek Monson, Present
- Vice Chair Joe Bradley, Present
- Jennean Mason, Present
- Jacob Cross, Present, seated at 8:03pm
- Matt Rounds, Present
- Alan Carpenter, Present
- Tom Earley (alternate), Present
- Dave Curto, (alternate), Present, seated for Mr. Cross
- Heath Partington, Board of Selectmen ex officio, Present
- Alexander Mello- Planner, Director, Community Development
- Christopher Sullivan, Assistant Director, Community Development
- Renee Mallett- Minute Taker

The meeting opened at 7:20pm with the pledge of allegiance and the introduction of members.

**Mr. Rounds motioned to continue Case 2021-46 to February 16, 2022. Ms. Mason seconded the motion. 7-0, the motion passed.**

**Vice Chair Bradley made a motion to continue Case 2021-62 to February 16, 2022. Ms. Mason seconded the motion. 7-0, the motion passed.**

**Case 2022-02 – 1 Sharma Way (aka 55 Range Road) (Parcel 18-L-300); Minor Final Subdivision and WPOD Land Development Application; Zone – Professional, Business, and Technology District, Residence A, and WPOD**

Mr. Dubay representing this application to subdivide a parcel from Gateway Park and to develop a medical building. Mr. Dubay supplied an action memo in response to the Keach-Nordstrom memo related to this application.

**Ms. Mason made a motion to open Case 2022-02. Mr. Rounds seconded the motion. 7-0, the motion passed.**

43 **Mr. Cross arrived at 7:28pm, with Mr. Curto remaining seated for the duration of Case 2022-02.**  
44

45 Mr. Carpenter questioned what work DoT was requiring would be done to the road and traffic  
46 signal. Mr. Mello confirmed that that the certificate of occupancy would hinge on that work being  
47 completed. Mr. Dubai explained how the easement for the other Gateway Park roads was written.

48 Mr. Carpenter asked how sub-dividing this lot could set a precedent for future Gateway  
49 development. He questioned if future tenants might also want to own their lots and how it would work  
50 with several privately owned lots on a private road. Mr. Dubai said he did not think more than a few lots of  
51 this nature would happen in the future but suggested that things like accessway, safety, maintenance, and  
52 other items would be shared between all the owners. Mr. Cross asked how selling off some parts of an  
53 already approved plan would impact the original approval. Mr. Cross said that as far as he was concerned  
54 this would make the previous approval null and void and he would look at all future projects as a blank  
55 slate. Mr. Mello said he thought this particular application was similar to what was already approved and  
56 that when master planned developments like Gateway were approved this way it was done with the  
57 knowledge that changes would occur as different tenants came in. Mr. Mello said this was still considered  
58 Pad B of the Gateway Park master plan. Mr. Dubai said notes on the master site plan addressed this.

59 Mr. Rounds asked who was responsible for plowing and maintaining Sharma Way. Mr. Dubai said  
60 the agreement was that one person, Dr. Sharma, would handle those items. Chair Monson confirmed that  
61 this application would not create a hardship in developing the rest of the Gateway Park and would not  
62 require variances from the ZBA.

63 Mr. Carpenter said going forward the CDD should have applicants come to the board with their  
64 agreement for municipal water with Salem already complete. Mr. Mello said they have already been  
65 coordinating with Salem and that would be the expectation going forward.

66 Vice Chair Bradley said the board would like to see interconnectivity among commercial properties.  
67 Mr. Dubai said the rest of the development was created for future connectivity but that this particular  
68 parcel had an elevation difference which made it difficult. Mr. Dubai said he was always open to  
69 interconnectivity but that the financial costs would need to be shared between the abutters.

70 Mr. Earley said he would be looking critically at the sizes of the buildings going forward. He was also  
71 concerned about a patchwork of styles aesthetically going forward.

72  
73 **Mr. Carpenter made a motion to approve Case 2022-02 as a minor final subdivision as presented.**  
74 **Mr. Rounds seconded the motion. Mr. Carpenter amended the motion to make approval contingent on**  
75 **all items the 1-20-22 Keach-Nordstrom memo being met to staff's satisfaction, that the state subdivision**  
76 **permit was issued, and the town attorney approving the easement covenant documentation. Mr. Rounds**  
77 **said his second still stood. 7-0, the motion passed.**  
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## 80 New/Old Business

81  
82 Mr. Mello said staff has been addressing items raised by the board at a recent workshop. He  
83 thanked the board for their decision to go paperless. He said there was some difficulty in moving the  
84 meetings to the town hall as had been suggested by board members. Mr. Mello said going forward the  
85 meetings would have Zoom access for the public, which could help ease the space restrictions in the CDD.

86 Mr. Mello said Chair Monson had arranged a March 9, 2022 meeting with the State Reps. Mr.  
87 Sullivan addressed how interconnectivity was handled in other towns. He said most towns had no issues  
88 with developers connecting projects but that Nashua had added this to their regulations as they had more  
89 contention on this issue. Mr. Carpenter suggested a workshop be scheduled on interconnectivity where the  
90 board could look over the site regulations that Nashua had created.

91 Mr. Rounds asked if there was a way to put into the regulations that developers would have fire  
92 and safety sign off on variances before they came to the board, in order to streamline the process. Mr.  
93 Carpenter said that review already existed with the TRC. Mr. Mello said the department has started asking  
94 applicants to go to TRC before filing applications.

95 Mr. Mello said more research needed to be done on driveway permits. He said the Planning Board  
96 should have the ability to create the regulations, there were just outstanding questions on what  
97 mechanism was needed to do so.

98 Chair Monson said next week's workshop would be attended by the fire department and they  
99 would discuss the regulations around tents and questions about cul de sac lengths.

100  
101 Mr. Cross said one of the cases concerning the town was going before the HAB but the date was  
102 unclear. He asked Mr. Mello to confirm the meeting date as it would not be recorded and he would like to  
103 view it live.

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105 **Mr. Cross made a motion to adjourn the meeting 8:24pm. Ms. Vice Chair Bradley seconded the**  
106 **motion. The motion passed, 7-0.**

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